

**THE FOLLOWING INFORMATION IS REQUIRED BY THE DEPARTMENT OF EDUCATION BEFORE ANY NEWLY PURCHASED BUS WILL BE PLACED ON THE DEPRECIATION SCHEDULE FOR REIMBURSEMENT (APPLIES TO ALL DISTRICT-OWNED BUSES, BUT DOES NOT APPLY TO CONTRACTOR-OWNED BUSES):**

1. A complete copy of the district's actual bid specifications.
2. A summary of all the bids received and the amounts. If only one bid was received, a copy of the bid amount quoted from the bus dealer.
3. A copy of final invoice or invoices for payment and copy of check(s).
4. When a wheelchair lift is involved, summary of total cost for the lift, the securement system used, and the installation cost of the lift.
5. A copy of the delivery expenses if the bus is not purchased FOB district. Expenses shall be for only one person per unit, for the most direct route from the factory to the district and for a reasonable amount of time. Expenses incurred to travel from the district to the factory are non-reimbursable. (Submit on the SDE School Bus Delivery Expense Claim Form located on the Web.)
6. If the district did not accept the lowest bid, a detailed explanation of the reason or reasons for the non-acceptance and a copy of the bid for the bus that was actually accepted under the signature of the district superintendent.

Please send information to:

Department of Education  
Pupil Transportation  
P.O. Box 83720  
Boise, ID 83720-0027